CITY OF HOUSTON

Job Posting

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1	*Applications accepted from:*	**ALL PERSONS INTERESTED**
2	*Job Classification*	**ASSISTANT OPERATIONS MANAGER**
3	*Posting Number*	**PN# 111192**
4	*Department*	**Department of Public Works & Engineering**
5	*Division*	**Resource Management Division**
6	*Section*	**Utility Customer Service**
7	*Reporting Location*	**4200 Leeland**
8	*Workdays & Hours*	**M – F, Various Hours***

***Subject to change**

9 _DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS_

Directs and coordinates personnel and resources to identify and resolve computer problems. Monitors and maintains appropriate production schedules. Serves as liaison to other operations, staff and user departments concerning production and special requests. Troubleshoots equipment and develops recovery procedures. Provides technical advice on evaluating, selecting, and installing equipment. Interviews and recommends potential employees to enhance quality of staff. Reviews new equipment performance; designs and develops techniques and procedures to improve efficiency and functionability. Reports daily operating activities to management.

10 _WORKING CONDITIONS_

This position occasionally requires stooping or bending. Occasional very light lifting, up to 20 pounds may be required.

11 _MINIMUM EDUCATIONAL REQUIREMENTS_

Requires a Associate's degree in Computer Science, Business Administration, Mathematics or a closely related field.

12 _MINIMUM EXPERIENCE REQUIREMENTS_

Five (5) years of experience in maintenance and operation of computer or data originating systems or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 _MINIMUM LICENSE REQUIREMENTS_

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 _PREFERENCES_

Preference will be given to candidates with knowledge of IBM S390 or z/OS Hardware Operation utilizing MVS/JES2 and TCO and Xerox 180. Working knowledge BMC Control/M scheduler for Mainframe and Server Based operations, Pitney Bowes Flow Master Inserter and Multi Vendor Reading Systems (MVRS).

15 _SELECTION/SKILLS TESTS REQUIRED_ None

However, the Department may administer a skill assessment evaluation.

16 _SAFETY IMPACT POSITION_ ■ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 _SALARY INFORMATION_

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 22
$1,277 - $1,833   Biweekly $33,202 – $47,658 Annually

18 _OPENING DATE_   JUNE 14, 2006

19 _CLOSING DATE_   JUNE 27, 2006

20 _APPLICATION PROCEDURES_

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer

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